

Constitution for the Student Government Association of St. Mary's College of Maryland

Preamble

We, the students of St. Mary's College of Maryland, in order to cultivate and maintain the spirit and ideals of the College community, foster a positive relationship between ourselves and those who contribute to our college experience, engage in open dialogue concerning our roles within this community, and promote an ethic of responsibility, which is characteristic of the democratic heritage of this place, for ourselves and those who follow us, do establish this Constitution of the Student Government Association of St. Mary's College of Maryland.

Article I. Name

The name of this governing body shall be the Student Government Association of St. Mary's College of Maryland, hereafter referred to as the SGA.

Article II. Purpose

Section A. The Preamble to this Constitution should be considered as part of the purpose of this governing body, in addition to the purpose as outlined in Article II., Section B. of this document.

Section B. The purpose of this governing body is to:

1. Express student concerns to the larger campus community
2. Safeguard student interests in cooperation with the faculty, administration, and Board of Trustees of St. Mary's College of Maryland
3. Facilitate effective communication between student organizations and the faculty, administration, and Board of Trustees of St. Mary's College of Maryland
4. Study all student organizations and policies and recommend any necessary and worthy changes therein
5. Encourage involvement in all phases of campus life
6. Maintain and allocate funds on behalf of the student body
7. Charter and maintain student-run clubs and organizations.

Article III. Membership

All full-time, degree-seeking students enrolled in St. Mary's College of Maryland shall be members of the SGA.

Article IV. The Legislative Body

Section A. The legislative powers of this governing body shall be vested in the Senate. Duties, responsibilities, and qualifications for legislative officers shall be specified in Article II of the Bylaws.

Section B. Duties

1. Shall be collectively responsible for all legislative matters of the SGA
2. Shall be responsible for oversight of all SGA boards and committees
3. Shall have the exclusive authority to override a Presidential veto, or executive order by a two-thirds (2/3) vote within the Senate
4. Reserves the power to reject Presidential appointments to standing committees and executive board offices by a two-thirds (2/3) vote within the Senate
5. Reserves the power to reject any other presidential appointments by a simple majority
6. Reserves the right to issue articles of impeachment for consideration by the Constitutional Review Committee, in the process outlined in Article X. of the Constitution.

Section C. Qualifications of Legislative Officers

Each legislative officer must be a full-time, degree-seeking student with at least a 2.5 cumulative GPA as determined by the Office of the Registrar.

Section D. Senators and Class Presidents

1. Duties

- a) Shall represent the needs, ideas, and concerns of his/her constituency
- b) Shall hold at least one membership on any of the student government boards, committees, or Faculty Senate committees, and shall thus be appointed by the President
- c) Shall report monthly to the Senate on their constituencies and any boards or committees on which they serve
- d) Shall conduct regular meetings with his/her constituency. For Class Presidents, this means at least twice a semester. For Senators, this means once a month.
- e) Shall be responsible for communicating with his/her constituents either through some form of mass communication (to include, but not be limited to: meetings, bulletin boards, e-mail, newsletters, Web pages, etc.) at least twice a month
- f) Shall not miss more than 2 meetings of all meetings of the Senate in one semester. If a Senator or Class President should miss more than 2 unexcused meetings (the Senate Leader shall have discretion in this case) of the Senate in any given semester, he/she will have automatically resigned their position in the Senate. The Parliamentarian will automatically inform the individual of their removal
- g) It is important to note that, while the Vice-President of a class should attend the SGA meetings in the President's absence, it still counts as an absence for the President and the Vice-President may not vote in his/her stead.
 - i) In the event that a class president takes a leave of absence, decides to study abroad, or enters into a national student exchange program the Vice President may vote in their stead with written consent from the President.

Section E.

Senate Leader

1. The duties and responsibilities of the Senate Leader shall be defined in the constitution. The position of the senate leader shall be filled from within the Senate. Any Senator or Class President may nominate a Senator or Class President for the position of Senate Leader, after all Senate positions have been filled by election, or have been determined to be "at large" positions of the Senate. The Senate chair will determine when all nominations have been made, and shall then close the nomination process and allow each nominee to either accept or decline the nomination. After all nominations have been either accepted or declined, the Senate chair shall call for a vote to elect a Senate Leader. Each Senator may vote for only one nominee, per round of voting. The Senate Leader shall be elected by a simple majority vote of the Senate. If no nominee receives a simple majority, the Senate chair shall then select the two (2) nominees who have the highest vote counts and hold subsequent rounds of voting until a nominee is elected. The Senate Leader must be a Senator throughout his/her term of office. The Senate Leader will carry only one vote in the Senate, the vote that they hold as a Senator.

- a) Shall be elected from within the Senate in a process outlined in Article IV., Section E. 1
- b) Shall be responsible for assisting the Vice-President and President in the formulation of Senate agendas
- c) Shall serve as an ex officio member of the Executive Board with full executive officer rights.
- d) Shall be responsible for ensuring all Senators report monthly before the Senate on their constituents and/or any boards or committees on which they serve
- e) Is responsible for contacting Senators weekly, to update them about upcoming legislation and Senate meetings
- f) Shall serve as chair of the Senate in the absence of the Vice-President, as defined in Article IV., Section F. 1 of the Constitution
- g) Shall carry out these duties in addition to the duties prescribed to this person as a Senator.

Section F. Senate Chair

1. Whosoever serves as the chair of the Senate, as determined in the Constitution, shall forfeit all of the rights and privileges of his/her position within the Senate meeting, to assume rights and responsibilities of the Senate chair.

Section G. Voting Members

1. The voting members of the Senate shall include:
 - a) Senators
 - b) Senate Leader
 - c) Class Presidents
 - d) Senate Chair, only in case of a tied vote
 - e) It is important to note that, while the Vice-President of a class should attend the SGA meetings in the President's absence, it still counts as an absence for the President and the Vice-President may not vote in his/her stead.
 - i) In the event that a class president takes a leave of absence, decides to study abroad, or enters into a national student exchange program the Vice President may vote in their stead with written consent from the President.
2. The non-voting members of the SGA who are given all other rights and privileges of a Senator, with the exception of the right to vote in Senate meetings, shall include:
 - a) The executive officers, with the noted exception of the Senate Leader, as referenced in Article IV., Section G. 1. of this document.

Section H. Districting

1. One (1) Senator shall be elected for every 100 students living in each residence area. If a residence area falls below the 100 student representational requirement, one (1) Senator will represent that residence area. No Senator may represent more than 100 student residents at any given time, except when a vacancy occurs. If a residence area has more than 100 residents, or any increment of 100, but less than an additional 100 students, the additional students shall be represented by a separate Senator. Senators must be residents of the residence area, which they are representing throughout their term of office. The term of office is defined in Article IX. of this document. Residence area is defined to include all residence halls and townhouses, as well as commuter students.

Section I. Conflicts of Interest

1. Senators and Class Presidents who serve as an employee of the Office of Residence Life of St. Mary's College of Maryland, upon instruction from the Senate chair, must remove themselves from voting on matters that pertain to the Office of Residence Life. The only exception is during the final spring budget process, when the Treasurer submits a budget to the Senate for approval for the following fiscal year. During this instance a Senator may vote on the budget, since, logistically, it would prove impossible for a budget to be approved as many Senators hold club positions. The rationale for excluding Residence Life employees (read: Resident Assistants and Residence Hall Coordinators, or their as yet undefined equivalents) is due to the fact that these students are employees of the Office of Residence Life and, for ethical reasons concerning the issue of representation, therefore should not be allowed to vote on matters concerning issues where personal conflicts of interest may arise.

Section J. Legislation

1. Bills
 - a) Are proposed changes that will affect the SGA, or its clubs and organizations

- b) May be introduced and sponsored by a Senator, or voting Executive Board members
- c) Proposed resolutions should be given to the chair of the Constitutional Review Committee by 9pm the Friday before the next scheduled SGA meeting.
- d) Following approval by the Constitutional Review Committee, bills may be discussed during Senate meetings, by adhering to the procedural guidelines outlined in Robert's Rules of Order.

2. Resolutions

- a) Are proposed changes, recommendations, or documents of recognition for an action outside of the SGA's direct influence
- b) Can be introduced and sponsored by a Senator, or voting Executive Board members
- c) Proposed resolutions should be given to the chair of the Constitutional Review Committee by 9pm the Friday before the next scheduled SGA meeting.
- d) Following approval by the Constitutional Review Committee, resolutions may be discussed during Senate meetings, by adhering to the procedural guidelines outlined in Robert's Rules of Order.

3. Amendments

- a) Are a proposed change to the Bylaws or Constitution of the SGA
- b) Can be introduced and sponsored by a Senator, the President, Parliamentarian, or by 15% of the student body in a signed petition accompanied by each signature's Student Identification number
- c) Bylaws amendments are voted on by the Senate and approved by a 2/3 majority vote of the Senate. Constitutional amendments are voted on by the Senate and approved by a 2/3 majority vote of the Senate and approved by a referendum of the student body
- d) Following approval by the Constitutional Review Committee, amendments may be discussed during Senate meetings, by adhering to the procedural guidelines outlined in Robert's Rules of Order.

Article V. The Executive Body

Section A. Officers

1. The executive powers of this governing body shall be vested in the Executive Board officers. Duties, responsibilities, and qualifications for executive officers shall be specified below.
2. The Executive Board shall consist of the following offices:
 - a) President
 - b) Vice-President
 - c) Treasurer
 - d) Director of Campus Programming
 - e) Director of Publicity
 - f) Club Coordinator
 - g) Parliamentarian
 - h) Secretary
 - i) Student Member of the Board of Trustees (ex officio)
 - j) Senate Leader (ex officio)
 - i. The Senate Leader shall not be considered an executive officer, but instead a legislative officer of the SGA; however, the Senate Leader will serve as an *ex officio* executive board officer as defined in Article IV., Section A. 6. of this document.
4. The President may not hold the position of Residence Hall Coordinator (RHC), or Resident Assistant (RA) of the Office of Residence Life, due to conflicts that may result.

Section B. The President

1. Selection
 - a) The President shall be elected to his/her position by eligible voting members of his/her constituency.
2. Duties of the President
 - a) To serve as the chief executive officer of the SGA
 - b) To serve as chair of the Executive Board
 - c) To be responsible for investigating problems and issues affecting students
 - d) To attend all meetings of the Executive Board and the Senate
 - e) To act as a liaison between the SGA and the administration of St. Mary's College of Maryland
 - f) To reports to the Senate on the progress of passed legislation
 - g) To consult with the Vice-President and the Senate Leader in the formulation of Senate agendas
 - h) To serve as an ex officio member of all SGA clubs, organizations, committees, and boards
 - j) To have the power to introduce legislation into the Senate
 - k) Maintains the right to call the Senate and Executive Boards into special session with 24 hours' notice to the members of those bodies
 - l) Reserves full speaking rights within the Senate, but will hold no vote within the Senate
 - m) Reserves the authority to carry out all actions, which shall be necessary and proper for carrying into execution any foregoing powers.
3. Vetoes
 - a) The President shall have the exclusive power to veto any legislation passed by the Senate, although the Senate may override a President's veto with a 2/3 majority vote.
 - i. The President shall have one week to veto legislation passed by the Senate
 - ii. Should the President veto legislation during a Senate meeting, the Senate shall have three weeks from that meeting to override
 - iii. Should the President veto legislation outside of a Senate meeting, s/he must immediately announce his veto to the Senate via email
 - 1) The President must also announce his or her veto at the next Senate meeting
 - 2) The Senate shall have three weeks to override the President's veto, starting from the date and time of the email announcing the veto.
4. Executive Orders
 - a) The President shall have the exclusive power to issue executive orders, which are subject to review by the Constitutional Review Committee and/or repeal by a two-thirds (2/3) majority vote of the Senate.
- 5 Proclamations
 - a) The President shall have the exclusive power to issue proclamations, which serve to guide the SGA in a specific direction, or change an unwritten policy.
6. Appointments
 - a) The President reserves the power to make appointments to all committees and executive board offices, pending a two-thirds (2/3) approval by the Senate.
 - b) All appointments made to the Finance, Programs, and Media Boards shall be made after consultation with the chairs of each respective Board and confirmed by the Senate with a simple majority vote.
 - c) The President reserves the power to create ad-hoc and special committees, the confirmation of which shall be confirmed by the Senate with a simple majority vote.

- d) Reserves the authority to remove and/or request the resignation from appointed members of the SGA, including committee and board chairs, but excluding elected Executive Board officers.

Section C. The Vice-President

- 1. Selection
 - a) The Vice President shall be elected to his/her position by eligible voting members of his/her constituency.
- 2. Duties of the Vice-President
 - a) Assumes the office of the President in the absence of the President
 - b) Shall serve as chair of the Senate, as defined in Article IV., Section F. 1. of the Constitution
 - c) Serves as the SGA representative to the Faculty Senate of St. Mary's College of Maryland
 - d) Is responsible, in consultation with the Senate Leader and the President, for formulating all Senate agendas
 - e) Shall attend all meetings of the Executive Board and the Senate
 - f) Shall have the power to introduce legislation into the Senate
 - g) Shall have authority over any power designated by the President
 - h) Is responsible for ensuring that all boards and committees report monthly to the Senate.

Section D. The Treasurer

- 1. Selection
 - a) The Treasurer shall be elected to his/her position by eligible voting members of his/her constituency.
- 2. Duties of the Treasurer
 - a) Serves as chair of Finance Board
 - b) Is responsible for the routine financial business of the SGA
 - c) Is responsible for preparing the SGA budget
 - d) Is responsible for advising the President on Finance Board suggestions
 - e) Must report monthly to the Senate on the financial status of the SGA
 - f) Is responsible for keeping SGA clubs and organizations updated on their respective allocations at the beginning of each semester
 - g) Shall serve as a liaison between the Finance Board and the Programs Board
 - h) Shall keep a permanent record of SGA and SGA club and organization transactions
 - i) Shall attend all meetings of the Executive Board and the Senate
 - j) Shall have the power to introduce legislation into the Senate
 - k) Shall have full speaking rights within the Senate, but shall hold no vote

Section E. The Director of Campus Programming

- 1. Selection
 - a) The Director of Campus Programming shall be elected to his/her position by eligible voting members of his/her constituency.
- 2. Duties of the Director of Campus Programming
 - a) Serves as chair of the Programs Board
 - b) Is responsible for preparing the Programs Board budget
 - c) Serves as chair of the World Carnival Committee, a component of the Programs Board
 - d) Is responsible for advising the President on Programs Board appointments
 - e) Must report monthly to the Senate concerning campus programming

- f) Develop and implement campus programs
- g) Compile information to develop calendars of SGA and SGA club- and organization-sponsored activities
- h) Shall serve as a liaison between the Programs Board and Finance Board
- i) Is responsible, with Programs Board consultation, for developing National Association of College Activities selection procedures, publicity, conference guidelines, and application processes for all SGA and SGA club and organization-sponsored programming
- j) Shall attend all meetings of the Executive Board and the Senate
- k) Shall have the power to introduce legislation into the Senate
- l) Shall have full speaking rights within the Senate, but shall hold no vote.

Section F. The Club Coordinator

- 1. Selection
 - a) The Club Coordinator shall be appointed by the President, and then confirmed by 2/3 of the Senate and may be rejected by 2/3 of Club Council at the first meeting.
- 2. Duties of the Club Coordinator
 - a) Shall serve as chair of the Club Council and shall act as a constant liaison between the Executive Board and SGA chartered clubs
 - b) Is responsible for all administrative matters pertaining to SGA chartered clubs and organizations, with the noted exception of matters pertaining to club constitutions and club finances
 - c) Shall have the power to introduce legislation into the Senate
 - d) Shall attend all meetings of the Executive Board and the Senate
 - e) Shall be responsible for holding Club Leader Trainings
 - f) Shall be responsible for holding Club Council meetings once a month
 - g) Shall have the power to introduce legislation into the Senate
 - h) Shall have full speaking rights within the Senate, but shall hold no vote

Section G. The Parliamentarian

- 1. Selection
 - a) The Parliamentarian shall be appointed by the President and confirmed by 2/3 of the Senate.
- 2. Duties of the Parliamentarian
 - a) Serves as chair of the Constitutional Review Committee
 - b) Serves as chair of the Elections Committee, unless running for an office
 - c) Shall advise the Senate chair in conducting Senate meetings
 - d) Shall interpret the Constitution, Bylaws and all other governing documents, should clarification be necessary
 - e) Shall attend all meetings of the Executive Board and the Senate
 - f) Shall facilitate and chair impeachment hearings
 - g) Is responsible for maintaining order at all Senate and Executive Board meetings, according to Robert's Rules of Order
 - h) Shall be responsible for maintaining SGA chartered club constitutionality by ensuring clubs follow the outlined model for club constitutions provided by the SGA
 - i) Shall be charged with maintaining the spirit of the Constitution, ensuring that all SGA component branches, clubs and organizations adhere to this spirit, as outlined in the Preamble and Article II., of the Constitution.
 - j) Shall have full speaking rights within the Senate, but shall hold no vote.
 - k) Is responsible for reviewing and maintaining all training materials concerning parliamentary procedure provided by the SGA, and for informing other SGA members of their rights and responsibilities under those rules.

- l) The parliamentarian may introduce club constitutions and amendments to constitution but may not propose other legislation into the senate for consideration

Section H. The Secretary

1. Selection
 - a) The Secretary shall be appointed by the President and confirmed by 2/3 of the Senate.
2. Duties of the Secretary
 - b) Responsible for maintaining the minutes of Executive Board and Senate meetings
 - c) Is responsible for maintaining an Senate vote count, as consistent with the Constitution
 - d) Shall also be responsible for other clerical duties as assigned by the Executive Board members
 - e) Is responsible for publicizing all Senate meetings and related events
 - f) Shall have full speaking rights within the Senate, but shall hold no vote
 - g) Shall attend all meetings of the Executive Board and the Senate

Section I. The Director of Publicity

1. Selection
 - a) The Director of Publicity shall be appointed by the President and confirmed by 2/3 of the Senate.
2. Duties of the Director of Publicity
 - a) Is responsible for publicizing all Senate meetings and related events
 - b) Is responsible for all official SGA statements that appear in various forms of media
 - c) Shall serve as the chair of the Publicity Committee and the Media Board
 - d) Shall attend all meetings of the Executive Board and Senate
 - e) Shall have all authority over the publicity budget
 - f) Shall have the power to introduce legislation into the Senate
 - g) Shall have full speaking rights within the Senate, but shall hold no vote.

Section J. The Senate Leader

1. Duties of the Senate Leader
 - a) Serves the SGA in the capacity of a legislative officer
 - b) Serves as an ex officio member on the Executive Board
 - c) Serves as chair of the Legislative Council
 - d) Will confer with the President in regard to appointments to standing committees

Section K. Student Member of the Board of Trustees

1. Duties of the Student Member of the Board of Trustees
 - a) Serves as an ex officio member on the Executive Board
 - b) Shall not be subject to the rules of impeachment, or removal from the SGA
 - c) Shall fulfill his/her duties as the student member of the Board of Trustees
 - d) Shall report monthly to the Senate on issues concerning the St. Mary's College of Maryland Board of Trustees and the St. Mary's College of Maryland Enrollment and Student Affairs Committee
 - e) Shall serve as a liaison between the SGA and the students, and the St. Mary's College of Maryland Board of Trustees
 - f) Shall have full speaking rights within the Senate, but shall have no vote

Section L. Maryland Higher Education Commission Student Advisory Council Member

1. Duties of the Maryland Higher Education Commission Student Advisory Council Member
 - a) Serves as an ex officio member of the Executive Board
 - b) Shall not be subject to the rules of election, impeachment, or removal from the SGA
 - c) Shall fulfill his/her duties as the MHEC SAC Member
 - d) Shall report at least monthly to the SGA Senate on legislative and MHEC Issues relating to St. Mary's College of Maryland and its student body
 - e) Shall serve as a liaison between the MHEC SAC and the SGA and Student Body of St. Mary's College of Maryland
 - f) Shall have full speaking rights within the Senate, but shall have no vote
 - g) Does not have the right to introduce legislation;

Article VI. The Boards and Constitutional Review Committee

Section A. There shall be three (3) standing boards under the jurisdiction of the SGA in an effort to manage more effectively certain aspects of its interests. The duties, responsibilities, and structures of these boards shall be determined in the Bylaws with the exception of the Media Board. Media Board shall remain in the Constitution so as to maintain journalistic independence.

The names of these boards are:

1. Finance Board
2. Programs Board
3. Media Board

Section B. The Media Board

1. The Media Board shall be comprised of:
 - a) The Student Director of Publicity, who shall serve as Media Board Chair
 - b) The Editor-in-Chief and Managing Editor of the Point News
 - c) The President and Vice-President of The Hawk Radio Station
 - d) Two Senators or Class Presidents appointed by the SGA President
 - i. These senators and/or class presidents must be confirmed by the Senate through a simple majority vote
2. The Media Board will always be guaranteed exactly 8% of the annual SGA operating budget. No part of this money will be used for compensation to students
 - b) 6.5% of the SGA operating budget shall be allocated to the Point News.
 - c) 1.5% of the SGA operating budget shall be allocated to The Hawk Radio.
3. Both the Point News and The Hawk Radio budgets must be approved by a minimum of five members of the Media Board.
4. The Media Board must present their proposed budget to the Senate for confirmation by simple majority.
5. Any fund transfers either within the Point News and Hawk Radio or between the two organizations must be approved by the Student Director of Publicity.
6. The SGA reserves the right to publicize upcoming SGA, Programs Board, and Club events
 - d) The Point News will publish a community events calendar each issue giving times and locations for SGA, Programs Board, and club events. This calendar will be published either as:
 - i. At least a one quarter page feature, or
 - ii. An insert to be included in each issue
 - e) The SGA will be permitted to broadcast a 15, 30 or 60 second plug on the Hawk radio for this purpose.
7. Neither the Point News nor The Hawk Radio Station will purposefully slander, libel, or distribute harmful misinformation.

- f) All allegations or incidents of slander, libel, or harmful misinformation shall be handled through the procedures outlined in the constitutions of the Point News and The Hawk Radio
 - g) The SGA shall not be held responsible for any programming or material broadcast or printed by The Point News or The Hawk Ratio, except when the SGA itself is the author.
8. All full-time degree-seeking students are eligible to join The Point News and The Hawk Radio, and neither organization may deny students membership.

Section C. Constitutional Review Committee

1. Purpose

The Constitutional Review Committee shall function as the upholder of the spirit and provisions of the Constitution of the SGA. It is appropriate in order to allow the SGA to function to its full capacity. It is also the objective of the committee to act as a review board to review the constitutions of all SGA-sponsored clubs and to recommend to the SGA the approval of new constitutions.
2. Composition

The Constitutional Review Committee shall be composed of at least seven (7) students: The Parliamentarian (chair), three (3) Senators, and three (3) students. These students shall be chosen by the President and are subject to approval by the Senate.
3. Responsibilities
 - i. To establish and conduct general operational procedures and practices.
 - ii. To conduct regular meetings for the purpose of discussing proposals and reviewing decisions.
 - iii. To circulate the committee's findings to the voting members of the SGA.
 - iv. To suggest bylaws and additional amendments, as well as to consider revisions of the document before action by the Senate.
 - v. To review the constitutions of all existing SGA-sponsored clubs, and to ensure these constitutions are being followed.
 - vi. To act as the review board for all new constitutions, and to report the results of these reviews to the voting members of the SGA.
 - vii. To ensure that all constitutions follow the prescribed format of the SGA Club Constitution model. (Appendix A).
 - viii. To ensure the constitutionality of proposed legislation before it is discussed by the Senate.
4. Constitutionality
 - a) Shall be responsible for advising members of the SGA on constitutionality of proposed legislation. If the sponsor(s) disagrees with the proposed amendments a special conference between only the constitutional review committee and sponsor(s) listed on the legislation at question may be conducted. Should the constitutional review committee and listed sponsor(s) be unable to come to an agreement, a constitutional hearing must take place before the senate. This hearing shall be held to discuss only the sponsors' proposed version of the legislation. The hearing shall be purely based on the constitutionality of the legislation. The merits of the proposed legislation shall under no circumstances be discussed during this hearing. The chair shall strictly enforce these requirements.
 - i. At the constitutionality hearing the sponsor(s) shall present their arguments for the constitutionality of their proposed legislation. The merits of the proposed legislation are not to be discussed.
 - ii. The parliamentarian and/or constitutional review committee shall speak second and shall present their arguments proving the unconstitutionality of the legislation.
 - iii. Each party shall have one opportunity to rebut the others' points. In this rebuttal each party shall only address points proposed by the other. Following each party's rebuttal the chair shall open the floor, limiting debate solely to the constitutionality of the proposed legislation. Upon the conclusion of the hearing the senate shall vote

on the constitutionality of the proposed legislation. Should the majority of the Senate vote that the proposed legislation is unconstitutional, the legislation shall no longer be considered.

- iv. If it chooses, the Senate may consider the version of the legislation revised by the Constitutional Review Committee.
- b) Members of the constitutional Review Committee shall reclude themselves when legislation they have authored is being considered.

Article VII. Meetings

Section A: Open and Closed Meetings

The President reserves the right to declare a Senate meeting closed ~~for any other purpose~~ only when a two-thirds (2/3) majority of the Senate votes to close the meeting as well. In the instances that the President wishes to declare a Senate meeting closed for an as yet undefined reason, the Senate must meet the quorum requirement as outlined in Article VII. of this document. This right has been confirmed by the Open Meetings Compliance Board of the State of Maryland, in decision 99-1. The President reserves the right to close any and/or all meetings of SGA boards or committees, with the sole exception of Senate meetings, in consultation with the officers presiding over these meetings, as defined in this document, and the Bylaws.

Section B. Cancellation and Rescheduling of Meetings

The President reserves the right to cancel or reschedule any Senate meeting for emergency circumstances at his or her discretion. Under normal circumstances, if the President wishes to cancel or reschedule a Senate meeting, he/she must first consult the Vice President and the Senate Leader. The Senate will be notified immediately after any change is made by the SGA Secretary. Each cancelled meeting must be rescheduled within one week's time.

Article VIII. Elections

Section A. Elections for the elected officers on the Executive Board and at least one Senator from each residence area, see Article I, D of the Bylaws, with the noted exception of the Senate Leader and those Senators to be elected in the fall, shall be held in April. The elected members of the Executive Board shall be President, Vice President, Treasurer, and Director of Campus Programming.

Section B. Elections for Senate positions not filled in April shall be held in September. At this time, first-year class officers will be elected, as well.

Section C. All elections must be decided by a plurality of those votes cast. The regulation and procedures governing the elections are outlined in Article I of the Bylaws.

Section D. No member of the SGA shall be denied the right to vote or the ability to hold an office for which he or she meets all qualifications. Each person who is considered a full-time, degree seeking student of the College as determined by the Office of the Registrar is a member of the SGA and eligible to vote.

Section E. Elections Committee

1. It is the duty of the Elections Committee to publicize all SGA elections and referenda.
2. Enforcement of the adherence to proper election procedures shall be vested in the Elections Committee. The Elections Committee reserves the right to determine all rules

governing election procedures not specifically outlined in the Constitution or Article I of the Bylaws of the SGA

Article IX. Terms of Office

Section A. The SGA Offices

1. SGA officers shall be elected according to the election code defined in Article I of the Bylaws
2. SGA officers elected at the end of the Spring semester, as defined by Article I of the Bylaws, will serve a term of one (1) full year, starting on July 1, and ending on June 30 in those months immediately following their election. The executive officers-elect shall conduct any SGA business that needs to take place between Commencement and July 1.
3. Elected Executive Board Officers being their terms from the time that they are sworn in until either their successors are sworn in or June 30th of the next year, whichever comes first.
4. SGA officers who are elected in the fall, as defined by Article I of the Bylaws, will serve from the date of their election until June 30.
5. SGA officers elected in special elections, as defined in Article I of the Bylaws, shall serve out the remaining term of the post to which they are elected.
6. SGA officers who are appointed, as defined by Article V., Section B. of this document and the Bylaws governing those offices, as outlined in the Bylaws, shall serve a term beginning from the day of appointment and ending June 30 immediately following that school year.
7. SGA committee members who are appointed, as defined by Article VI of this document, shall serve a term beginning from the day of appointment and ending June 30 immediately following that school year.

Article X. Removal of Office

Section A. An executive or legislative officer of the SGA may be removed when the Senate or students interpret malfeasance, misfeasance, or nonfeasance on the part of the accused officer.

Section B. Formal notice of intent to remove an executive or legislative officer, that contains the reasons for impeachment, must be given to the Constitutional Review Committee, as defined in Article VI Section C of this document, either: sponsored by four (4) voting members of the Senate, or; sponsored by 2/3 of the elected officer's constituency in a petition (that includes the signatures and student identification numbers of each member of the constituency). This formal notice of intent should be given at least one week before the date of possible impeachment. A special exception will be made if it is the last week of the semester or the aforementioned is not possible. The Constitutional Review Committee shall then convene in a special session to be headed by the chair of that Committee. If a Senator sponsoring impeachment charges is a member of the Constitutional Review Committee, that Senator shall be removed from the Committee for the proceedings involving the impeachment accusations, and shall be replaced, by the process of Presidential appointment, defined in Article VI., of this document. The SGA advisor shall be present during this special session of the Constitutional Review Committee. The Committee shall then review all evidence and question stakeholders to determine whether malfeasance, misfeasance, or nonfeasance may have occurred. The Committee may impeach an officer by a two-thirds (2/3) vote. The individual being impeached will then be notified by the SGA Parliamentarian.

Section C. Once impeached, the officer is suspended from his/her position until the matter is resolved either by a vote to remove the officer from office by the Senate, resignation by the officer, acquittal of the officer by the Senate, or censure of the officer by the Senate.

Section D. Once an executive or legislative officer is impeached, the matter goes before the Senate at the next open convening of the Senate, where the officer is tried and may be censured or immediately removed by a two-thirds (2/3) vote. The officer reserves the right to speak on his/her own behalf and defend against the allegations of malfeasance, misfeasance, or nonfeasance.

Section E. Vacancies

1. In the event that a vacancy occurs within the office of the President, the Vice-President shall assume the position of President. Elections will then be held to fill the Vice-President position.
2. Any other vacancy on the Executive Board shall be filled through Presidential appointment, to be approved by a majority vote of the Senate, with the exception of the Senate Leader.
3. In the event that a vacancy occurs within the office of the Senate Leader, the Senate must elect a new Senate Leader, following the same process as outlined in Article IV., Section E. 1.
4. All other vacant Senator positions shall be filled by a special election. All special elections procedures should follow the election procedures outlined in Article I of the Bylaws. Vacant Senator positions shall be filled within four weeks of being vacant and will be considered "at large" positions after four weeks of being vacant if the vacancy occurs during the Legislative Session, as defined in Article II., Section B., 3., of the Bylaws. In the event that the vacancy does not occur during the Legislative Session, the vacancy must be filled within four weeks after the commencement of the next Legislative Session. If the aforementioned does not occur, the vacancy will be considered "at large" and not be filled until such time as the next regularly scheduled election is to take place.

Section F. Recalls

1. All SGA elected officials are subject to a recall vote
2. To trigger a recall vote 25% of an elected official's constituency must sign a petition demanding a recall vote of the officer in question and submit this petition to the Parliamentarian. Place of residence must be listed alongside each constituent's signature.
3. The Parliamentarian shall notify the officer in question in writing of the pending recall vote. The officer shall be granted a forum in which he or she may defend his/her qualifications, tenure in office, and actions.
4. Upon review of the petition the parliamentarian shall hold a recall vote. The constituency shall then vote to decide whether the official in question will remain in office. For the vote to be considered binding thirty percent (30%) of the officer's constituency must vote.
 - a.) The recall vote shall take place no earlier than one (1) week, no later than 2 weeks after the officer in question receives notification of the recall vote. The recall vote must follow the procedural outlines in the election code.
 - b.) The President and Vice President would be subject to separate recall petitions and votes.
5. A simple majority of the votes is required for the officer to be removed.
5. Should the recall vote result in the officer being removed from office a special election shall be held to fill the vacancy. The special election must follow the procedure outlined in the Election Code. The recalled officer would be eligible to run again for the same office.
 - a.) Should the President of the SGA or a Class President be removed from office no special election shall occur and procedures for succession shall go into effect as outlines in the election code.

Article XI. Clubs

The SGA reserves the right to charter and dissolve any student group on this campus that meets the required criteria defined in Article V. of the Bylaws. This requires a 2/3 majority vote of the Senate.

Article XII. Ratification, Referendums, and Amendments

- Section A. This Constitution, and its component parts, shall become the governing documents of the SGA on March 18, 2007, insofar as they are ratified by a majority of SGA members voting in a general referendum, as described in Article XII., Section B. of this document.
- Section B. Referendum
1. A referendum of the student body may be called by presenting the Elections Committee with a petition (specifying a concern or issue) signed by fifteen percent (15%) of the SGA membership.
 2. The referendum vote must take place within two (2) weeks of the Elections Committee's having received the petition.
 3. Thirty percent (30%) of the eligible student body must participate in the referendum vote. Fifty percent (50%) plus one (1) of those voting must favor the referendum in order to pass that referendum.
- Section C. An amendment to the Constitution must first pass by a two-thirds (2/3) majority of the Senate, noting the requirements on quorum as outlined in Article VII. of this document. The amendment will then go before the student body in the same manner discussed in Article XII. Section B, of this document.
- Section D. Amendments to the Bylaws or other component parts of Constitution shall be submitted to the Senate in the form of legislation. The Bylaws shall be deemed amended by two-thirds (2/3) vote of the Senate and shall become effective immediately unless otherwise specified at the time of the vote.

Bylaws of the Student Government Association of St. Mary's College of Maryland

The Bylaws of the Student Government Association of St. Mary's College of Maryland (SGA) shall provide a working structure, rules, and regulations for the Student Government Association in accordance with the Constitution.

Article I. Election Code

- Section A. Office Requirements
1. Presidential Candidates: A Presidential candidate must have achieved junior or senior class standing by the semester he/she assumes office. The individual must have attended St. Mary's College for at least two semesters prior to the semester he/she assumes office. The candidate must publicize the candidates for the positions of Vice-President who will be part of the Presidential election ticket, when petitions are due. The individuals intended for these positions will be placed under the Presidential Candidate's name on the ballot. All Vice-Presidential candidates must have achieved junior or senior class standing by the semester they assume office. All candidates for President and Vice-President, must meet the eligibility requirements outlined in Article I., Section B. of this document.
 2. Student Director of Campus Programming Candidates: A directorial candidate must have achieved sophomore, junior, or senior class standing by the semester he/she assumes office. The individual must have attended St. Mary's College for at least one semester prior to the semester they assume office, and must meet the eligibility requirements outlined in Article I., Section B. of this document.
 3. Treasurer Candidates: A candidate for the office of Treasurer must have achieved sophomore, junior, or senior class standing by the semester he/she assumes office. The individual must have attended St. Mary's College for at least two semesters prior to the semester that he/she assumes office, and must meet the eligibility requirements outlined in Article I., Section B. of this document.

4. Senatorial Candidates: A candidate for the office of Senator must meet the eligibility requirements outlined in Article I., Section B. of this document.

Section B. Eligibility for Candidacy

1. Every prospective candidate must submit a petition bearing fifty (50) signatures of full-time students to the Elections Committee.
2. Every prospective candidate must be a full time, degree-seeking student attending St. Mary's College at the time of his/her candidacy and must plan to maintain that status throughout their term of office.
3. Every candidate must submit a signed statement declaring knowledge of and agreement with the election code and campaign rules.
4. Every prospective candidate for the Senate, shall have at least a 2.5 GPA and every candidate for an Executive Board position, shall have at least a 2.5 GPA. All candidates must submit the aforementioned petition with the signature of the registrar confirming this status.
5. All candidates are required to submit a 250-word statement of their platform with their petition.
6. SGA candidates must be given at least one week to accomplish the aforementioned tasks in Article I, Section B, of this document.

Section C. Privileges and Responsibilities of Candidates During Elections

1. Every official candidate for executive officer positions, with the exceptions of Vice-Presidential candidates, may have fifty (50) SGA-funded flyers processed through the SGA Office.
2. Every official candidate for Senate positions, with the exceptions of the Senate chair and Senate Leader positions, as they are ex-officio and elected from within the Senate, respectively, may have twenty-five (25) SGA-funded flyers processed through the SGA Office.
3. Posters of official and write-in candidates are not allowed within the area of voting during voting.
4. Campaign posters should be removed by the candidate within twenty-four (24) hours of the close of the polls.
5. All-Student e-mails are not permitted as a proper means of campaign advertising for both official candidates and write-in candidates. Those in violation should be immediately disqualified from serving in elected office by the Elections Committee.
6. Both official candidates and write-in candidates are expected to follow all college policies as stated in *To the Point Handbook*. The Elections Committee may immediately disqualify any candidate in violation of college policies.

Section D. Voting Eligibility

1. Any SGA member unable to vote because s/he is away from campus may vote by sealed ballot given to the Elections Committee chair by that individual before the close of balloting.
3. Students may only vote for candidates in their current residence area, as defined in Article IV, Section H., except during spring elections. During spring elections, students should vote for the representative for their future residence area, who will serve the following Legislative Session, as defined in Article IV, Section B. Graduating students will vote only for Executive Board members, not for Senators. All residence area students and commuter students will vote for at least one Senator during spring elections and any remaining positions will be filled during fall elections. The exact number of Senator positions open during the spring elections is determined by the Parliamentarian, with remaining positions to be filled during fall elections, although, this must be done in compliance with Article IV, B of the Constitution

Section E. Regular Elections shall be held for at least two (2) days, at most four (4) days, two (2) weeks after applications are due. Special Elections shall be held for at least two (2) days, at most four (4) days, one (1) week after applications are due.

Article II. Meetings

Section A. The Executive Board

1. Executive Board meetings shall be chaired by the President
2. Meetings shall be held once a week
3. The President has the right to call special Executive Board meetings with a twenty-four (24) hour notice.

Section B. The Senate

1. Senate meetings shall be chaired by the Vice-President
2. The Senate shall meet every week
 - a) Discussion on campus issues, legislation, appointments, and club constitutions shall be undertaken at working meetings
 - b) Official business, such as the passage of legislation, the chartering of clubs, and approval of appointments, shall be undertaken at legislative meetings
3. The Senate is considered in-session during the academic year, excluding winter, spring and summer recesses.
4. The President has the right to call special Senate and Executive Board meetings with a twenty-four (24) hour notice.

Article III. Boards

Section A. Finance Board

1. Purpose.

The Finance Board, responsible to the Student Government Association, functions as a forum for the exchange of ideas to discuss the relative aspects concerning the allocation of student activities' funds for travel, equipment and administrative needs. The Finance Board will work in cooperation with the Programs Board to prepare an annual budget to be ratified by the Senate, by a two-thirds (2/3) vote. Fund appeals throughout the year will be conducted separately by the Finance and Programs Boards, and the Programs Board may recommend fund allocations to the Senate for approval without Finance Board's consent. For the spring budget process, Finance Board will examine Programs Board's proposed budget and make a yes or no recommendation to the Senate. Neither this board, nor the Programs Board will have the power to put into effect budgets, but rather they will separately recommend budgets to the Senate. Finance Board is delegated the task to be the investigator and find solutions to any financial or funding difficulties. Finance Board will only review Programs Board's spring budget and recommend passage or defeat in the Senate vote. The criteria that the Finance Board will follow in recommending the allocation of SGA funds are stated in the budget policies.
2. Composition.

All Finance Board members are to be nominated by the President of the SGA and are not to serve as bona fide members until the Senate approves them by a simple majority vote. Due to the importance of the position, each Finance Board member will be required to submit a one-page justification sheet to the chair of the board as to why he/she should serve as a member. This shall be repeated every semester, even if the individual has previously served on the board. This ensures that the student body as a whole sends informed members to the Board. The Treasurer shall chair the Finance Board and the adviser shall be the Assistant Dean for Student Programs. Composition will consist of: SGA Treasurer, four (4) resident students, and at least one (1) commuter student but no more than two (2) . Two of these members must be Senators; all other positions can be filled from the student body in general. In order to prevent obvious partisanship, none of the members shall be officers of any St.

Mary's College clubs or organizations that receive SGA funding, with the exception of the Treasurer, who is governed by the rules outlined in Article V., Section D. of the constitution.

3. Responsibilities

- a) To establish and conduct general operational procedures and practices.
- b) To circulate the board's findings to the voting members of the Senate and Executive Board through the sponsorship of the Finance Board Senators.
- c) To openly view and assess the financial situation in regard to the SGA budget and the expenditures of its clubs and committees through the cooperation and recommendations of the Programs Board and its standing committees and boards.
- d) To be an effective investigative board with the purpose of discerning the qualitative aspects concerning any and all financial issues regarding any SGA clubs. To be the recommending authority for administrative, equipment, and travel needs for clubs, and to review Programs Board's spring budget proposal and make a yes or no recommendation to the Senate before passage.
- e) To be a viable source of financial knowledge concerning income generation and to promote increased efficiency of SGA funds and expenditures.
- f) To facilitate a basis for solidarity and continuity from year to year regarding the financial situation of the Finance and Programs Boards.
- g) To provide a process by which St. Mary's College of Maryland's student clubs and organizations may petition for funds after the Student Activities budget has been established for the year.
- h) To provide a review of the budget process for clubs and organizations within the SGA at least once per semester.
- i) To provide public forum for discussion of the fund appeals and budget requests of SGA clubs and organizations as recommended by the Finance and Programs Boards.
- j) To work in conjunction with the Programs Board to facilitate effective funding for monetary needs.
- k) To be the only body that makes recommendations to the Senate regarding a fiscal year budget.

Section B.

Programs Board

1. Purpose

The Programs Board of the Student Government Association of St. Mary's College is a coordinating body for SGA-funded activities. As such, it provides a forum for communication between standing programming committees and other programming organizations funded through the Student Activities fee. In addition, the Board facilitates planning and scheduling of student-sponsored events in cooperation with the Office of Student Development.

2. Composition

All Programs Board Committee chairs are to be nominated by the President and are not to serve as bona fide members until the Senate approves them by a simple majority vote. Due to the importance of the position, each committee chairperson will be required to submit a one-page justification sheet to the chair of the Board as to why he/she serves as a member. This is to be done at the end of each semester. This ensures that the student body, as a whole, sends informed members to the Board. In order to prevent obvious partisanship, none of the members shall be officers of any St. Mary's College clubs or organizations that receive SGA funding.

3. Committees

- a) The Programs Board will consist of the following committees:
 - i. Film Committee. This committee shall be responsible for the planning and presentation of films on campus.
 - ii. Lecture and Comedy Committee. This committee shall be responsible for sponsoring lectures pertaining to student interests, at least twice a semester.
 - iii. Coffeehouse Committee. This committee shall be responsible for providing a coffeehouse-type environment consisting of

musicians and other performers once a month if circumstances permit.

- iv. Special Events Committee. This committee shall be responsible for coordinating events that do not pertain to the other standing committees. This committee's chair has the power to create ad hoc subcommittees to meet the programming needs of the campus.
- v. The World Carnival Committee will be responsible for developing and implementing the annual World Carnival program. Due to the importance placed on this event, this committee shall be composed of student, faculty, and administrative representatives, and shall meet throughout the year to ensure a comprehensive World Carnival. All other Programs Board Committee chairs shall serve as members of this Committee, which is chaired by the Student Director of Campus Programming.
- vi. The Multicultural Committee. This committee shall be responsible for coordinating events and activities that are culturally diverse. In addition, this committee shall work with other multicultural campus organizations and clubs to promote their activities.
- vii. The Publicity Committee. This committee shall be responsible for publicizing all Programs Board events and activities. In addition, this committee shall carry out at least one program of their own per semester.

4. Organization

- a) Chairperson. The Student Director of Campus Programming of the SGA, who shall be responsible for coordinating the efforts of the Programs Board and reporting to the Senate, shall chair the Programs Board.
- b) Meetings. Regularly scheduled meetings shall be held by the Programs Board according to their perceived needs, but will be held no less than twice monthly. The Chair has the right to call special meetings provided that forty-eight (48) hours' notice is given to all of its members. Unless specifically noted, meetings are open to interested persons from the College.
- c) Voting Members. Voting members of the Programs Board shall be the student director for campus programs, and the four committee chairpersons.
- d) Quorum. A quorum of the voting members consists of four-fifths (4/5) of its voting representatives. Votes may not be taken without a quorum.

5. Responsibilities

- a) The Programs Board shall have the authority to establish policies regarding standing programming committee participation in major campus activities sponsored by the Programs Board or one of its committees. The Programs Board shall also have the authority to determine the focus or themes for these events.
- b) The Programs Board shall have the power to establish general operational procedures and practices to be conducted by the standing programming committees with regard to concessions, co-sponsorship, and fund raising.
- c) The Programs Board shall be informed of activity planning of the standing programmatic committees in order to ensure calendar coordination, efficient use of allocated funds, and adherence to programming guidelines. If appropriate, the Programs Board may request standing committees to take specific action to enhance or improve programming activities or to coordinate certain activities with others.
- d) The Programs Board shall be responsible for setting up and approving NACA (National Association of College Activities) selection procedures, publicity, application processes, and conference guidelines.
- e) The Programs Board shall be the forum for discussion and recommendation to standing committees from which any person or group (SGA or non-SGA) seeking SGA funds to sponsor or co-sponsor a College-related event may request financial assistance or supplementation.

- f) The Programs Board shall give recommendations to the Finance Board concerning the budget requests and fund appeals of the Programs Board.
 - g) Conduct regular programming workshops for all SGA clubs and organizations, at least one workshop per semester.
 - h) The chair shall report the activities of the Programs Board at each open SGA meeting. The Programs Board's action will be subject to review by the Senate.
6. Appeals
The Senate may appeal all recommendations and decisions of the Programs Board. The Student Director of Campus Programming, as chairperson of the Programs Board, must abstain from discussion in the Senate during any appeals.

Article IV. Committees

Section A. Faculty Committees

- 1. The President shall appoint members to committees as needed to fill Faculty Senate Committee vacancies. These appointments shall be confirmed by a simple majority in the senate.

Section B. Standing Committees

- 1. Elections Committee and Constitutional Review Committee shall be described in the Constitution of this document to ensure the independence of these two groups.
 - a) Purpose.
The Elections Committee shall function to organize and run all SGA elections and educate all candidates for an election.
 - b) Composition.
The Elections Committee shall be made up of at least seven (7) students: the Parliamentarian (Chair), two (2) Senators, and four (4) students. These students shall be appointed by the President, subject to approval by a simple majority vote by the Senate. In the event that the Parliamentarian is running for an elected position, or is unable to fulfill his or her obligations, the President shall appoint a chair, subject to approval by a simple majority vote by the Senate.
 - c) Responsibilities
 - i. To establish and conduct general operational procedures and practices.
 - ii. To organize and operate all SGA elections.
 - iii. To ensure that all SGA candidates adhere to the rules and regulations of the Election Code.
 - iv. To ensure that all candidates meet requirements of office as set out in the Election Code.
 - v. To manage the appeal process for expulsion.
 - vi. To verify all petitions submitted to the SGA.
 - vii. To advertise all vacant positions within the SGA.
- 2. Policy Review Committee
 - a) Purpose
The Policy Review Committee shall function to review policies and actions of the administration, faculty, and the SGA in all of its components, and to recommend changes necessary therein.
 - b) Composition
The Policy Review Committee shall be chaired by a Presidential appointment of an Senator, subject to Senate approval by a simple majority vote, and composed of at least three (3) additional Senators, and three (3) student representatives, appointed by the President, all of whom are subject to Senate approval by simple majority vote
 - c) Responsibilities
 - i. To establish and conduct general operational procedures

- and practices for the Policy Review Committee.
 - ii. To conduct regular meetings for the purpose of discussing proposals and reviewing decisions.
 - iii. To circulate the Committee's findings to the voting members of the SGA.
 - iv. To initiate legislation as a vehicle for promoting improvements in the policies and actions of the administration, faculty and SGA.
- 3. Constitutional Review Committee shall be described in the Constitution of this document to ensure the independence of this group.
- 4. Parking Committee
 - a) Purpose

The Parking Committee shall function to review the policies and actions of the administration, faculty, and the Senate and Executive Board, where the subject of parking is concerned.
 - b) Composition

The Parking Committee shall be chaired by a Senator through Presidential appointment, subject to Senate approval by a simple majority vote, and composed of: at least two (2) commuter students, one (1) first year student resident of a residence hall, one (1) residence hall resident not of the first year class, one (1) resident of Calvert Hall apart from the other residence hall positions, one (1) townhouse resident, two (2) of these positions should be filled by a Senator, not including the Committee chair. All members are appointed by the President, and are subject to Senate approval by simple majority vote.
 - c) Responsibilities
 - i. To establish and conduct general operational procedures and practices for the Parking Committee.
 - ii. To conduct regular meetings for the purpose of discussing proposals and reviewing parking matters.
 - iii. To circulate the Committee's findings to the voting members of the SGA in the form of an annual parking proposal.
 - iv. To initiate legislation as a vehicle for promoting improvements in the policies and actions of the administration, faculty and SGA concerning the matter of parking.
- 5. Student Life Committee
 - a) Purpose

The Student Life Committee shall function to appraise policies and actions of the administration, faculty, and SGA in all of its components, and suggest necessary action to improve the quality of student life on campus in areas not specifically designated to other SGA boards or committees.
 - b) Composition

The Student Life Committee shall be chaired by an Senator appointed through Presidential appointment, subject to Senate approval by a simple majority vote, and composed of at least two (2) Senators in addition to the chair, and three (3) students, appointed by the President, all of whom are subject to Senate approval by simple majority vote.
 - c) Responsibilities
 - i. To establish and conduct general operational procedures and practices for the Student Life Committee.
 - ii. To conduct regular meetings for the purpose of discussing proposals and reviewing decisions of the Committee.
 - iii. To circulate the Committee's findings to the voting members of the SGA.
 - iv. To initiate legislation as a vehicle for promoting improvements in the policies and actions of the administration, faculty and the SGA.
 - v. To focus on the issues which students feel are most important to the improvement of life on this campus.
 - vi. To conduct an annual survey of students to determine student desires, needs, and issues.

- vii. To circulate the findings of this survey in an annual report to the Senate and Executive Board, and the College administration.
 - viii. To investigate any area of student life which the Senate or President suggests falls under the purview of this Committee.
6. Food Service Committee
- a) Purpose

The Food Service Committee shall function to review policies and actions of the administration, the campus food service company, and SGA with regard to the quality of the food service on campus.
 - b) Composition

The Food Service Committee shall be chaired by an Senator appointed through Presidential appointment, subject to Senate approval by a simple majority vote, and composed of at least: three (3) additional Senators, and three (3) students appointed by the President, all of whom are subject to Senate approval by simple majority vote.
 - c) Responsibilities
 - i. To establish and conduct general operational procedures and practices for the Food Service Committee.
 - ii. To conduct regular meetings for the purpose of discussing proposals and reviewing decisions of the campus food service company, the administration, and the SGA with regards to the food service on campus.
 - iii. To circulate the Committee's findings to the voting members of the SGA.
 - iv. To initiate legislation as a vehicle for promoting improvements in the policies and actions of the administration, faculty and SGA.
 - v. To work with the college administration and campus food service company to suggest any changes and make known any student concerns about the food service in specific or in general.
 - vi. To circulate the Committee's findings to the voting members of the SGA in the form of an annual report on food service at the College.
7. Facilities and Grounds Committee
- a) Purpose

The Facilities and Grounds Committee shall function to review policies and actions of the Administration, the Facilities Office, the Physical Plant, Housekeeping, and SGA with the regard to campus maintenance and advancement thereof. The Committee shall also be a forum for new ideas to improve the campus grounds and buildings.
 - b) Composition

The Facilities and Grounds Committee shall be chaired by a Senator appointed through Presidential appointment, subject to Senate approval by a simple majority vote, and composed of at least: two (2) additional Senators, four (4) students appointed by the President, all of whom are subject to Senate approval by simple majority vote. The Director of the Physical Plant, Residence Life, and Facilities will advise and attend, on request, meetings of the committee but hold no vote.
 - c) Responsibilities
 - i. To establish and conduct general operational procedures and practices for the Facilities and Grounds Committee.
 - ii. To conduct regular meetings for the purpose of discussing proposal and reviewing decisions of the College Administration, relevant offices and the SGA with regard to the improvement or changes of facilities on campus.
 - iii. To initiate legislation as a vehicle for promoting improvements in the policies and actions of the administration, relevant campus offices, and the SGA.
 - iv. To create and maintain general operating procedures of the recycling program in the townhouses.

- v. To work with the College administration and relevant campus offices to suggest any changes and make known any student concerns about the campus maintenance, building, and housekeeping services.
- vi. To circulate the committee findings to the voting members of the SGA.
- vii. To investigate any area of facilities and grounds which the Senate or the

President suggests falls under the purview of this Committee.

8. Legislative Advisory Council

a) Purpose

The Legislative Council of the Student Government Association of St. Mary's College of Maryland is a coordinating body for SGA committees and the Senate. As such, it serves as a forum for communication between committee chairs, as well as an opportunity to evaluate the performance of the Senate.

b) Composition:

All appointments by the President of standing, special, and ad-hoc committee chairs of the SGA shall serve as members of the council. The Vice President will chair the committee until such time there is a Senate Leader elected. All standing committee chairs and the Vice President, as chair of the club council and Senate, are allowed to vote. The Parliamentarian even though s/he chairs two committees shall hold only one vote. The Senate Leader will assume the position of the chair after his/her election. The Vice President will remain on as a member of the Council and will chair the Council until the election of a Senate Leader.

c) Responsibilities:

- i. The Legislative Council shall have the power to introduce agenda items to the committees.
- ii. Shall have the power to evaluate the Senate members' performance and general satisfaction as members of SGA.
- iii. Will assist each other with constructive criticism and ideas for new and current initiatives
- iv. To meet at least four (4) times a Legislative Session at the discretion of the chair.

9. Publicity Committee

a) Purpose

The Publicity Committee shall be responsible for assisting in the publicizing of SGA events and news in order to educate and involve the student body.

b) Composition

The Publicity Committee shall be chaired by the Student Director of Campus Publicity, and composed of at least three (3) members of the Senate and three (3) student representatives, appointed by the President, all of whom are subject to Senate approval by a simple majority vote.

c) Responsibilities

- i. To actively assist the SGA in the publicizing of events and news.
- ii. To conduct regular meetings for the purpose of brainstorming, planning, and executing ideas.
- iii. To produce and distribute a regular SGA Newsbrief for the purpose of educating the student body about SGA information.
- “iv. To manage the SGA Sponsored Bulletin Board and to review the content of postings for accuracy and appropriateness. Bulletin Board postings shall be limited to items that:

- a. Are informative of SGA sponsored activities
- b. Of good quality in print, design and use of language
- c. Do not victimize any individual
- d. Do not display a photograph of any student without their written permission
- e. Are not offensive:
 - i) Violence
 - ii) Sexually explicit
 - iii) Use of foul language

Final decision is at the discrepancy of the Publicity Committee

10. Capital Resources Committee

a.) Purpose

The Capital Resources Committee shall be responsible for keeping accurate inventory of all SGA owned equipment and repair or replace broken equipment as necessary. When the SGA must make a sizeable purchase, the Capital Resources Committee shall be responsible for procurement.

b.) Composition

The Capital Resources Committee shall be chaired by either the Treasurer or by an appointee of the president with permissions of the Treasurer and simple majority confirmation by the senate.

11. External Legislative Advisory Committee (ELAC)

a) Purpose

The External Legislative Advisory Committee of the Student Government Association of St. Mary's College of Maryland is a liaison body between the Maryland Higher Education Commission Student Advisory Council (MHEC-SAC) member, the SGA Senate, and the Student body.. It serves as a forum and deliberative body for communication and discussion on Maryland State Legislation that will affect the campus community.

b) Composition

The ELAC will be chaired by the MHEC-SAC Member. Appointments to the committee will be made by the President in conjunction with the MHEC-SAC member. The SGA President will appoint at least one (1) member of the Senate and at least two (2) student representatives, all of whom are subject to Senate approval by a simple majority vote. Additional students may be invited to the Committee's discussions at the discretion of the MHEC-SAC Member.

c) Responsibilities

- i. To actively assist the MHEC-SAC member in understanding student opinion on Educational Legislation before the Maryland General Assembly.
- ii. To promote student awareness of legislative issues and their role in effecting change in the Maryland Legislature.
- iii. To give the SGA Senate further insight into upcoming legislation and provide information needed in order to take knowledgeable, well-justified positions on issues
- iv. To initiate legislation, via the SGA Senator(s), as a vehicle for conveying the student body's opinion en masse to Annapolis, or whatever other legislative body the Committee and the SGA so choose.

- v. To meet and report to the SGA Senate every other week during the session of the Maryland General Assembly's Session, and whenever else the MHEC-SAC member deems it necessary.

Article V. Clubs

Section A. The definition of an SGA club shall be: Any special-interest organization of full-time degree-seeking students of St. Mary's College of Maryland with a charter approved by the Senate.

Section B. Constitution

1. Contents

All constitutions must include at least the following components: name, purpose, eligibility for membership, designation and elections of officer(s), meetings, and an amendment process. These components are outlined in the SGA Sample Club Constitution (Appendix A)

2. Approval of Proposed Constitution

a) The proposed constitution should be presented to the Constitutional Review Committee. After review and any necessary revision, the committee will make a recommendation concerning the proposed constitution to the Senate. A two-thirds vote of the Senate is needed to approve the proposed constitution and charter the club.

3. Approval of Amendments

a) Clubs may amend their constitution as long as the Constitutional Review Committee approves it. The Committee will then send the constitution to the Senate where the amendment shall take affect pending a two-thirds approval by the Senate. The Senate may make amendments which apply to all club constitutions using the following procedure: After a majority vote of the Senate to propose an amendment, the proposed amendment is circulated to each club as well as to the Constitutional Review Committee. At the following meeting, club leaders will be permitted to address their concerns to the Senate, following the procedure established by the chair. Approval of the amendment requires a two-thirds (2/3) vote of the Senate, after which the amendment becomes immediately effective unless otherwise specified in the legislation.

4. Dissolution of Clubs

a) The Senate may dissolve clubs with a 2/3 vote of the Senate. Upon dissolution, the club will be inactive and will no longer be considered a part of the SGA. In order to reactivate a club, the process described in Bylaws Article V., Section B, 2 should be followed.

Section C. Funding

After a club is approved, it is eligible for funding. For procedures, see Finance Board and Programs Board (Article III, sections A & C)

The Finance and Programs Boards may bar a club from participation in the funding process if the club leaders do not participate in the workshops held by each board, or do not complete the budgetary process correctly.

Section D. Elections

All SGA-chartered clubs shall hold spring elections to fill their officer rosters, completely, for the following Fall semester in the spring, before the budget process of the Finance and Programs Boards. This is to ensure that all club leaders have had previous experience with the financial obligations and procedures of the SGA before taking office.

Section E. Club Council

- 1. The Club Council shall consist of SGA sponsored club leaders (Presidents or Vice

Presidents), or a knowledgeable representative from the club. It is under the discretion of the club President to determine and designate an appropriate representative

2. The Club Council shall be a forum for club leaders to express their concerns to the SGA, to inform one another of their respective programs, and for the SGA to inform and update club leaders on issues pertaining to club maintenance and development, and student life issues.
3. Club Council meetings shall be chaired by the Student Director of Campus Organizations
4. The Student Director of Campus Organizations shall have full discretion to determine that a Club Council meeting is mandatory.
5. The Student Director of Campus Organizations shall hold no more than one Club Council meeting per month, unless advised to do so by the President.

Section F. Student Investment Group

1. Purpose

The Student Investment Group is charged with the management of the Student Government Association's Endowment Fund. The group will also educate its members in the field of portfolio management and investment.

2. Composition of membership

- a. Executive Board
 - i. President
 - ii. Vice President, Investment Division
 - iii. Vice President, Outreach and Development Division
 - iv. Director of Outreach
 - v. Chief of Alumni Relations
- b. Principals
- c. Research Analysts

Research Analyst is the entry level non-voting position in the Student Investment Group. Any full time degree seeking student of St. Mary's College is invited to enter the group as an analyst. All analysts must select a principal to support. When an analyst successfully proposes a new investment strategy for the group he or she will be considered for a promotion to principal.

Members are named Principals who have been highly active in the past and have significant experience. Principals are responsible for closely monitoring one of the Student Investment Group's investments. Principals give a report to the group at each meeting on the investment they are tracking. If the principal is unable to make a meeting, their report should be given by one of the assigned research analysts.

The President is charged with overseeing all functions of the Student Investment Group and has the power to delegate responsibilities when it is seen fit. When the Student Investment Group is prepared to propose an investment strategy the President shall have the power to present a bill to the SGA Senate regarding the SGA Endowment.

3. Responsibility

- a. To manage the portfolio for the Student Government Association's endowment fund.
- b. To publish portfolio and report on its performance.
- c. Report the gains or losses to the senate once each semester
- d. Communicate portfolio to Shareholder Responsibilities Group

4. Procedures

- a. Investment strategies will be researched and analyzed.
- b. Investment strategies will be presented to the Student Investment Group.
- c. Student Investment Group members will vote on proposed investment strategy.

- d. Student Investment Group will propose the investment strategy to members from the Foundation who will vote to confirm or reject the investment proposal. This proposal may be done in person or through another mode of communication.
 - e. The Student Investment Group will introduce the proposal in the form of a bill to the Student Government Senate who will then vote to confirm or reject the proposal by a simple majority.
5. Elections
- a. The President of the Student Investment Group shall be nominated by a vote of the voting members of the Student Investment Group. The President must then be confirmed by the SGA Senate with a majority vote.
 - b. For the purpose of elections the Student Investment Group shall function as a club of the SGA electing students to the executive board offices of Vice President for Outreach and Development Division, Director of Outreach, Chief of Alumni Relations and, Vice President, Investment Division.
 - c. The executive board members will select principals each semester.

Section G. Shareholder Responsibility Group (SRG)

1. Purpose
The SRG shall research companies the SGA endowment fund is invested in and compose, consider, and submit shareholder resolutions.
2. Composition
All full time degree seeking students of the St. Mary's college may serve on the SRG. The chair of the SRG shall be elected by a simple majority vote at the first meeting of each semester. The chair must be confirmed by the SGA Senate by a simple majority vote.
3. Responsibility
- a. To set annual goals based upon current and relevant issues of corporate policies
 - b. To research policies of those companies invested in with the SGA endowment
 - c. To compose shareholder resolutions for consideration by the SRG
To submit shareholder resolutions to the companies of interest

Article VI. Talon Grant Application

Section A. Talon Grant Applications should be made available and easily accessible to students. Any full-time degree seeking student is free to apply for a Talon Grant.

Section B. Guidelines:

- 1. Grant applications for Projects shall be turned in to the Treasurer.
- 2. Grant applications for Events shall be turned in to the Director of Programming.
- 3. Within one week upon receiving the grant application, the Treasurer or Director of Programming shall forward the application to the Parliamentarian, who shall review the proposal with the Constitutional Review Committee.
- 4. The Parliamentarian will email the Treasurer or Director of Programming with the vote and reasoning of the Constitutional Review committee.
- 5. The Finance or Programs Board will review project proposals, depending upon the nature of the proposal.
- 6. The Treasurer or Director of Programming shall email the contact person for the application with vote of respective board and justification.
- 7. If the Programs or Finance Board vote is favorable than the Talon Grant proposal is brought to the first Senate meeting which the student applicant is able to attend.
- 8. The Senate will then take action which is deemed appropriate by majority rule.

SGA BUDGET POLICIES

PURPOSE

To set guidelines for dissemination and use of student fees within the realm of the Student Government Association (SGA) and its clubs and organizations. To encourage programs of diverse social, cultural, educational, and recreational opportunities for students to develop their out-of-class interests and activities.

ORGANIZATIONAL QUALIFICATIONS

In order for a club or organization to be eligible to receive SGA funds, that club or organization must have on file an SGA-approved charter and a completed contact card.

CRITERIA FOR THE ALLOCATION OF FUNDS

In order to make fair and reasonable decisions, the Finance Board must recommend allocations that are based on a consistent statement of the Senate's priorities in providing financial support for student organizations. The SGA encourages a program of diverse social, cultural, educational, and recreational opportunities for students to develop their out-of-class interests and activities. Requests for funding by SGA-chartered clubs will be reviewed using the following criteria:

1. The number of students involved and/or served by the organization's funded activities, the quality of the service provided, and its contribution to an atmosphere of greater student involvement in the St. Mary's College community.
2. The degree of necessity to fund the organization in order to achieve the desired effectiveness in its activities.
3. The impact of the allocation as it relates to funding other student organizations and the comparative benefit.
4. The club leadership's past record and prognosis for financial responsibility and honesty.

ADMINISTRATIVE AND PROGRAMS BOARD BUDGET PROCESS

The SGA budget runs on a fiscal year of July 1 to June 30. The SGA budget cycle begins in the spring semester to establish budget allocations for the upcoming fiscal year.

1. In February, a budget workshop will be held to explain all policies, procedures, and sign-up procedures for budget hearings. The proposed forms for the upcoming fiscal year are distributed to all currently chartered clubs/organizations.
- 2.
2. During the month of March, the chartered clubs and organizations attend a hearing at which they submit their completed budget request forms to the Finance Board and Programs Board respectively. The requests should reflect the club's or organization's plans for the next year. At this time, the club or organization will be asked to justify their request.
4. After hearing all appeals, the Finance and Programs Boards review the proposed budgets in a closed session.
5. At the next SGA meeting the Finance and Programs Boards recommend a total budget to the Senate for approval. The Senate must vote to approve or disapprove the presented budget recommendation as a whole.
6. Each club receives its approved individual budget and is responsible for conducting its activities in accordance with the approved budget using the policy and procedure guidelines regarding access to those funds set forth in this document.

APPEALS AND SUPPLEMENTAL BUDGET REQUESTS

Once the budget has been established, there will be an opportunity for additional funding through the fund appeal process. Fund appeals take place twice during the fall semester (September and October) and once during the spring (February). Requests for administrative funds will be reviewed by the Treasurer and then submitted to the Finance Board for recommendation. Requests for Programs Board funds are reviewed by the Student Director of Campus Programming and then submitted to the Programs Board for recommendation. This procedure should be used in the following situations:

1. A club wishes to appeal its budget allocation based on the belief that its request was not reviewed in full accordance with the SGA budget policies.
2. A club has newly been chartered by the SGA.
3. A club did not apply for a hearing the previous spring.
4. A club has a new idea or unexpected costs, thus necessitating additional funding.

Fund Appeals Process:

1. At least a week prior to the September, October or February fund appeals a memorandum with the appropriate forms will be sent out announcing administrative and programs board fund appeals sign-up.
2. The Finance and Programs Boards will hear appeal requests and make their final decisions in a closed session.
3. At the next SGA meeting, the Finance Board and Programs Board respectively make a recommendation to the Senate for approval. The Senate votes on recommendations as a whole and the treasurer notifies clubs, the Bookkeeper, and the Assistant Dean of Student Programs.

Guidelines For Preparing And Reviewing Budget Requests

ADMINISTRATIVE BUDGET CATEGORIES

All fund requests are divided into three categories. If there is uncertainty as to which category an expenditure should fall under, ask the Treasurer or Bookkeeper. All requests should be broken down to per person or per item cost.

1. OPERATING COSTS

- a.
- b. Copying (estimate amount of copying and calculate at \$0.04 per copy)
- c. Poster machine (posters are \$3.00 each)
- d. Subscription (see “Magazines” under Specific Policies)
- e. Envelopes/Stationery (for large mailings only)
- f. Organizational dues

2. TRAVEL

- a. Conference registration or Event Fees
- b. Hotel Costs (per person)
- c. Gas (car pooling encouraged)
- d. Tolls
- e. Food

3. EQUIPMENT

Equipment must be unique for the club and organization and not available for use on campus. Accurate prices, shipping costs, vendor information, storage possibilities, and visual aids are strongly recommended. For purchases over \$500.00 three bids are also required.

REVIEWING CRITERIA

Using “Criteria for the Allocation of SGA Funds,” the Finance Board should recommend allocations of funds in the following prioritized order:

1. Administrative Expenditures
Funds should be made available to chartered student groups for general operating expenses. These items may include copying, poster board, communications, or office supplies.
2. Program Expenditures
Funds should be made available to chartered student groups for conducting programs on the campus that have wide appeal among students. A diversity of programs is encouraged.
3. Special Interest Expenditures
Funds should be made available to chartered student groups for activities, which serve a representative group of students with special interest needs. These activities may include special events, field trips, or competitions.
4. Communication Expenditures
Funds should be made available to chartered student groups for the publication and/or presentation of cultural, educational, historical, or informational material.
5. Representative Activity Expenditures
Funds should be made available to chartered student groups for the purpose of attaining new ideas and concepts to the benefit of the club or the quality of programming at Saint Mary’s College in general.
6. Fund-Raising Expenditures
Funds should be made available to chartered student groups for the purpose of proactive fund-raising when full funding of the desired activity or equipment is not available.

SPECIFIC POLICIES

Alcoholic Beverages

SGA funds may NOT be used to purchase ANY ALCOHOLIC BEVERAGES FOR ANY REASON WHATSOEVER. Clubs sponsoring events may not provide alcohol as refreshments due to the absence of an alcohol license at the College.

Charitable Contributions

Funds may not be used for charitable or non-profit organizations. However, a club is encouraged to sponsor a fund-raising event in order to raise money for contributions. It must be clearly understood that only the net profits (amount left over after all expenses have been paid) may be used for contributions.

Class Committees

Each of the classes is a recognized organization of the SGA to serve as community spirit groups for their members. Each class in its first year shall receive an allocation of \$4,000.00. The unused balance of this allocation will carry over each year. This money may be used for programs and to start fund raisers for the purpose of funding the class's own Senior Week activities, the class's highest priority. Classes shall have SGA support and shall have the opportunity during spring budget hearings to request funds for office supplies and communication costs only.

Conferences

Finance Board will consider funding for conferences when the club or organization will

1. Bring back new ideas and perspectives to improve the overall quality of programming on campus; and,
2. Represent the College in a positive light and thereby enhance the prestige of the College as well as the club.

Copying

Copying costs at \$0.04 per copy shall be deducted from each club's/organization's budget as they occur. A form to request copies must be completed and submitted to the Secretary. A minimum of 24-hours' notice must be given for copy amounts under 100 and a minimum of 48 hours for any amount over that.

Donations

Any donation received by SGA clubs and organizations is to be deposited into their SGA club account. UNDER NO CIRCUMSTANCES ARE THESE FUNDS TO BE DEPOSITED INTO A CLUB MEMBER'S PERSONAL ACCOUNT OR USED TO OPEN AN ACCOUNT IN A PUBLIC BANKING INSTITUTION.

Dues

The allocations for regional or nation-wide dues shall be evaluated on the basis of the purpose and benefits given by the organization requesting the dues.

Entertainment Contracts

Only the director of the Office of Student Development can sign and negotiate entertainment contracts and encumber the College to pay for any performance or services. Agents and performers must be notified that there is a six-week payment process between the date when the College receives a signed contract and when payment is actually issued. To avoid any confusion, students should consult the Assistant Dean for Student Programs before embarking on any conversations with agents and performers. These conversations should take place at least two months prior to the proposed activity.

Equipment

When purchasing equipment, three bids are required for purchases totaling over \$500.00. These bids must be submitted to the Bookkeeper when requesting the paperwork for actual purchase. All equipment purchases are the property of the SGA and must be inventoried as part of the annual SGA inventory system. Clubs must maintain an accurate inventory of all equipment, and each item and its location must be accounted for at the end of each academic year. Additionally, items valued over \$500.00 must be inventoried as part of the College audit system.

Food

Allocations for food and refreshments shall be made at the Finance Board's discretion. The size and nature of the program shall be considered. Food allocations for general club meetings shall not be allowed with the exception of "welcome meetings" at the beginning of the academic year. These meetings must be well advertised and open to all.

Loans

Loans are available for chartered clubs and organizations. A loan contract, specifying the loan amount and repayment date, must be completed by the Treasurer and club President with the approval of the SGA advisor.

Magazines and Newspapers

Funding for subscriptions shall be considered when it is deemed essential to the club's operations by the Finance Board. The Finance Board recommends that clubs ask the library to subscribe to magazines first.

Medical Fund and Athletic Trainer

An Athletic Trainer will be available for all club sports. For students to participate in club sports they must complete a physical examination and return the necessary forms to the Office of Student Development. The Treasurer will purchase medical supplies out of the medical fund.

Misuse of SGA/Club/Organizational Funds

If misuse of funds can be determined to be the responsibility of particular individuals, the Finance Board may permanently remove these individuals from all SGA financial responsibility. Additionally, they may be referred to the College's judicial system.

Office Supplies

Ordinary office supplies, such as pens, pencils, tape, markers, etc. are available through the Bookkeeper. Any special items or items for a club's exclusive use must be requested through the Finance Board.

Partisan Political Activities

For the purpose of keeping the SGA an unbiased organization:

No funds raised by clubs and organizations from SGA allocations may be used for partisan purposes. (A partisan political organization shall be defined as any group that lobbies government, is involved in special interest groups, political action committees, other similar organizations, or any group that contributes funds to these organizations).

Personal Garments

The SGA will not fund personal garments for use by club and organization members. If a club wishes to purchase personal garments for fund-raising purposes and wishes to provide its members with these garments at a reduced cost, permission may be granted. Clubs may have garments made for a particular event with the understanding that SGA is to be reimbursed.

Postage

The SGA is not charged postage for regular, first class letters in small quantities. Clubs sending out large mailings (over 99), using air mail, sending packages, Next Day air, or other items that require special shipping must include these costs in their budget request. **If a club needs to process a mailing over 99 pieces, the club leader MUST see the Secretary first. Please plan FAR IN ADVANCE, because this type of mailing requires special handling procedures and College Editor approval.**

Publicity and Advertising

Publicity will be viewed in the context of promoting the success of a program by making the general community aware of the event. Therefore, publicity expenses should be in line with the nature and size of the event. Clubs must determine projected advertising costs in their budget requests under copying. Clubs must utilize our media as much as possible. Advertising can be done with *The Point News*, the *Bulletin*, the Student Development - monthly calendar, WSMC, and TV-63 for no fee.

Receipts and Invoices

Receipts and invoices are critical for the efficient operation of SGA finances. Charge card slips are not acceptable receipts for gas purchases. If two forms of receipts are received from a vendor, then both should be turned in. No matter what mode is used for expenditures, a receipt **MUST** be returned to the Bookkeeper. It is the club/organization's responsibility to furnish the appropriate receipts and invoices. **The SGA will not reimburse clubs for expenditures that were not pre-approved. NO REIMBURSEMENTS will be issued**

without a receipt. Any club that does not submit receipts within 48 hours of an expenditure shall be prohibited from making financial transactions until the receipt is obtained.

Revenue and Carry-over

Income generated from activities such as fund raising and ticket sales must be itemized in the club's budget and deposited in the SGA account in a timely manner. The profits then become fiscal property of the club. (Profit is the amount of money left over after all expenses incurred in sponsoring a program have been paid.)

These monies are subject to normal fund allocation procedures, and their use still subject to adviser approval as well as the approval of the Assistant Dean for Student Programs.

Profits not used by the end of the fiscal year are carried over to the next. All allocated funds not used by the end of the fiscal year are drawn into the SGA special carryover account. . (See "Special Carryover Appeals" for more details.)

Speakers

The SGA will not pay any member of the St. Mary's College faculty, staff, administration, or student body for a speaking engagement. All speakers must be on contract with the College, and the organizations sponsoring speakers must follow the six-week guidelines set up by the Office of Student Development. See the Bookkeeper and Assistant Dean for Student Programs well in advance when planning such a program.

Special Carryover Appeals

Chartered clubs and organizations may appeal to the Senate for use of Special Carryover funds to finance long-term investments. All appeals to the Senate must first go through Programs Board or Finance Board appeals. Before appeals can be presented to the Senate they must first be revised and approved by the Treasurer, Student Director of Campus Programming and the President. Senate appeals must be approved by a majority vote of the Senate. The President can veto a Senate appeal, which can be overwritten by a 2/3 vote by the Senate. The Senate Allocations from Special Carryover to clubs may not surpass \$10,000 in any given fiscal year. If the requested funds exceed \$10,000 the Senate may vote to repeal this stipulation by a 2/3 vote.

Stipends and Commissions

Stipends are provided from the SGA budget for the following student positions: Bookkeeper , *The Point News* typists, distribution manager, subscription manager, photographers, student security (for concerts), shuttle bus drivers, and student technical assistants.

Tax Exempt Number

St. Mary's College (and therefore SGA) is a non-profit organization and does not pay Maryland state tax. Therefore, it is vitally important that all efforts be made to use the purchase order system provided by the College when making all purchases. Tax will not be reimbursed for purchases made without using the College purchasing system. If the use of the College system is not practical, then prior arrangements must be made to avoid out-of-pocket expenditures that are not reimbursable. See the Bookkeeper for assistance with regard to this policy.

Telephone

All local and long distance calls relating to official SGA-chartered club business should be made on the phone in the peer resource center in the Campus Center. (Phone calls made from residence halls will not be reimbursed.) These calls must be logged in for accounting purposes. Only minimum, essential calls should be considered as an appropriate expense. Toll-free calls should be made whenever possible. Collect or dialer assistance calls should also be logged in.

Travel

When travel away from campus is necessary, funds will be allocated for the most cost-efficient mode of travel, as determined by the Finance Board. Considerations may include time, number of people traveling, and distance. For the purpose of budgeting, the Finance Board will recommend gas allocations using the rate of \$0.32 per mile as a standard.

Videos/DVDs

Funding for videos or DVDs shall be considered when it is deemed essential to the club's operations by the Finance Board. The Finance Board recommends that clubs store these resources in the library.

Appendix A: Sample Club Constitution

Constitution [Club Name]

Article I- Name

The name of this organization shall be [Club Name].

Article II – Purpose

The purpose of this club is to [purpose. Ex: offer students a chance to participate in Model United Nations conferences. This club also aims to help improve students' debating skills and develop understanding for international issues. These goals will be accomplished through practice sessions and information sessions on improving these skills to compete in national Model United Nations competitions.]

Article III – Membership

All full-time degree seeking students of St. Mary's College of Maryland are eligible to be members of this organization. All active members may vote. Active members are those who attend at least one out of every three meetings.

Article IV – Officers

Section A: Titles

The Executive Board is the representative body for the organization. The members who are elected to these leadership roles have the responsibility of implementing the decisions agreed on by the body. They are also held responsible to the wishes and concerns of the club and are removable by the club (2/3 vote by those present) at a meeting publicly announced at least one week in advance. The Executive Board must consult with the general membership before making any major policy decisions or changes within the club. The Executive Board shall consist of the offices of President, Vice President, Treasurer, Secretary, with the duties outlined below.

Section B: Duties

1. President

- a) Presides over the executive meetings
- b) Represents the club at all appropriate Student Government Association meetings
- c) Is the representative voice for the [Club Name]
- d) Reserves the right to call and schedule all meetings within 48 hours notice
- e) Reserves the right to delegate responsibility for certain projects or topics to any member of the Executive Board
- f) Is responsible for coordinating all [Club Name] conferences.

2. Vice President

- a) Presides over general meetings
- b) Can only vote on matters of the [Club Name] when a tie occurs
- c) Reserves the role of President in case of an absence of the President

3. Treasurer

- a) Handles the financial accounts of the [Club Name]
- b) Keeps a permanent record of all transactions
- c) In charge of fundraising events
- d) Will report monthly on the financial status of the club

4. *Secretary*

- a) Keeps an official record of both executive and general meetings
- b) In charge of publicizing the club's activities
- c) Is responsible for taking care of all club materials

Section C: Elections

Officers shall be elected one month prior to the end of the spring semester. Elections shall be announced in advance and all active members will be allowed to vote. Officer for the following year shall be chosen by a plurality of the members attending that meeting. Interim elections may be called to fill a vacancy by a majority of the Executive Board.

Article V – Meetings

Section A: Regular Meetings

There will be meetings at least twice a month at a given date, time and place. The schedule of the meetings should be made to match the convenience of the members, with a minimum of two meetings a month.

Section B: Special Meetings

Special meetings, to discuss issues relation tot he club, future, activities, etc. will be called by the President with at least 48 hours of notice as to the time and place of the meeting for the membership.

Article VI – Amendments

Amendments to this Constitution shall be ratified by a majority of the active members of the [Club Name] pending approval by the Student Government Association Senate.

Article VII – Special Elections

Special elections will be held for all officers' positions upon ratification of this Constitution by the Student Government Association Senate.